



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7960 • Fax 415-865-4325 • TDD 415-865-4272

RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

WILLIAM C. VICKREY
Administrative Director of the Courts

RONALD G. OVERHOLT
Chief Deputy Director

STEPHEN NASH
Director, Finance Division

TO: Potential Proposers

FROM: Administrative Office of the Courts
Finance Division

DATE: March 9, 2010

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS**
The AOC seeks to identify and retain a qualified proposer to provide television transmission services from San Francisco, CA to Cheyenne, WY.

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (“RFP”), as posted at <http://www.courtinfo.ca.gov/reference/rfp/>:
Project Title: **Television Signal Transmission Services**
RFP Number: **CJER-200901-RB**

SOLICITATIONS MAILBOX: solicitations@jud.ca.gov

DUE DATE & TIME FOR SUBMITTAL OF QUESTIONS: Deadline for submittal of questions pertaining to solicitation document is:
Tuesday , March 16, 2010

PROPOSAL DUE DATE: Proposals must be received by:
1:00 p.m. Pacific Time, Friday, March 26, 2010.

SUBMISSION OF PROPOSAL: Proposals are to be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. CJER-200901-RB
455 Golden Gate Avenue
San Francisco, CA 94102-3688

1.0 GENERAL INFORMATION

1.1 Background

1.1.1 The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system, including the superior courts, appellate courts and state supreme court. The California Constitution directs the Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Council is comprised of 28 members representing the judicial system as well as the State Bar and both houses of the State Legislature.

1.1.2 The Administrative Office of the Courts (AOC) is the staff agency for the Judicial Council, and assists both the Council and its chair in performing their duties. The AOC is located in San Francisco. It is comprised of ten divisions, including the Education Division, which produces and delivers BTV Programming to designated court satellite downlink sites statewide.

1.2 Satellite Broadcasting

1.2.1 The Education Division of the Administrative Office of the Courts develops and presents educational and informational satellite programming to judicial officers and court staff statewide. This programming is delivered to over 270 downlink sites, located in courthouses around the state, via the Dish Networks BTV satellite network.

1.2.2 The AOC produces an average of nine broadcasts per month, lasting from 1 to 8 hours per event. Recording locations are on-site in the San Francisco central office location. The AOC seeks the services of a qualified service provider who can transmit to provide television transmissions services from the San Francisco Office to a satellite uplink site in Cheyenne, WY. The service provider will also be able to coordinate with and provide coordinates to authorized media news outlets.

1.2.3 The AOC is currently using compressed video signal (MPEG 6 Mbit) delivered point-to-point fiber. In the past, the AOC has also used C-Band satellite and uncompressed video (via fiber) delivery.

Project Title: Television Signal Transmission Services

RFP Number: CJER-200901-RB

- 1.2.4** The State will establish an internal process for ensuring that the State either owns or otherwise has the right to broadcast all programming transmitted by the service under the contract for services.

2.0 TIMELINE FOR THIS RFP

- 2.1** The AOC has developed the following list of key events from RFP issuance through intent to award contract. All key dates are subject to change at the AOC's discretion.

EVENT	KEY DATES
RFP issued	March 09, 2010
Deadline for Questions	March 16, 2010
Posting of Answers To Questions(estimate only)	March 18, 2010
Latest date and time proposal may be submitted	1:00 p.m. Pacific Time March 26, 2010
Evaluation of proposals Completed by (estimate only)	April 02, 2010
Interview of top candidates completed by (estimate only)	April 09, 2010
Notice of Intent to Award (estimate only)	April 14, 2010

3.0 SCOPE OF SERVICES

- 3.1** The AOC seeks to identify and retain a qualified service provider to provide television transmission services from our point-of-presence (POP) at AT&T's central office, located at 555 Pine Street, San Francisco, CA, 94108, to DISH Network L.L.C.'s uplink site in Cheyenne, WY. This RFP is the means for prospective service providers to submit their qualifications to the AOC and request selection as a service provider.
- 3.2** Services are expected to be performed by the selected proposer between **May 1, 2010 and April 30, 2011** ("**Initial Term**") with up to two (2) consecutive two-year option terms to extend the agreement under the same terms and conditions in effect for the Initial Term. These option terms are defined as (i) **First Option Term**, from **May 1, 2011 through April 30, 2013**, and (ii) **Second Option Term**, from **May 1, 2013 through April 30, 2015**. The decision to exercise the Option Terms will be at the AOC's sole discretion.
- 3.3** The anticipated work for this project is set forth in Exhibit D, Work to be Performed of Attachment 2, Contract Terms.

Project Title: Television Signal Transmission Services

RFP Number: CJER-200901-RB

4.0 RFP ATTACHMENTS

Included as part of this RFP are the following attachments:

- 4.1** Attachment 1, Administrative Rules Governing Request for Proposals. Proposers shall follow the rules, set forth in Attachment 1, in the preparation and submittal of their proposals.
- 4.2** Attachment 2, Contract Terms. Contracts with successful firms will be signed by the parties on a State of California Standard Agreement form and will include terms appropriate for this project. Terms and conditions typical for the requested services are attached as Attachment 2, which consists of Exhibits A through F.
- 4.3** Attachment 3, Proposer's Acceptance of the RFP's Contract Terms. Proposers must either indicate acceptance of Contract Terms, as set forth in Attachment 2, or clearly identify exceptions to the Contract Terms, as set forth in Attachment 2. If exceptions are identified, then proposers must also submit (i) a red-lined version of Attachment 2, that clearly tracks proposed changes to this attachment, and (ii) written documentation to substantiate each such proposed change.
- 4.4** Attachment 4, Payee Data Record Form. The AOC is required to obtain and keep on file, a completed Payee Data Record for each proposer prior to entering into a contract with that proposer. Therefore, proposer's proposal must include a completed and signed Payee Data Record Form, set forth as Attachment 4.
- 4.5** Attachment 5, Pricing Form. Proposers must propose all pricing necessary to accomplish the work requirements of the eventual contract. It is expected that all proposers responding to this RFP will offer the proposer's government or comparable favorable rates and will be inclusive of all pricing necessary to provide the contracted work.

5.0 EVALUATION OF PROPOSALS

Proposals must demonstrate the candidate's and proposing firm's overall capabilities and will be evaluated in the categories set forth in paragraphs 5.1 through 5.6, below. Proposal's must include each referenced paragraph and sub-paragraph number in sequence and the proposer's demonstration of meeting the requirement set forth in each paragraph and sub-paragraph.

The maximum total available score for all categories combined will be 100 points. Although some categories are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are as set forth in Sections 5.1 through 5.6 below.

- 5.1** Quality of work plan submitted. (possible 20 points)

Project Title: Television Signal Transmission Services

RFP Number: CJER-200901-RB

- 5.2** Experience and past performance with similar service delivery. (possible 20 points)
- 5.3** Reasonableness of cost projections. (possible 20 points)
- 5.4** Credentials of staff to be assigned to the project. (possible 15 points)
- 5.5** Compliance with solicitation requirements, including Contract Terms (Attachment 2). (possible 15 points)
- 5.6** Timely and customizable monthly billing statements. (possible 10 points)

6.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL

The following information shall be included as the technical portion of the proposal:

- 6.1** Quality of work plan submitted.
 - 6.1.1** Provide proposed project or service program and team organization.
 - 6.1.2** Provide proposed selection and use of subcontractors, if any.
 - 6.1.3** Describe your set-up procedures for transmission, including initiating connections prior to the start time of broadcasts and your process for providing alternate service arrangements.
 - 6.1.4** Describe your administration tool capabilities, including web-based customer management features and reporting capabilities. Provide samples of online and/or email request forms for (i) requesting television transmission services, and (ii) cancellation procedures for television transmission services.
 - 6.1.5** Describe methods to be used for meeting service needs:
 - 6.1.5.1** Provide proposed process necessary to address the project objectives.
 - 6.1.5.2** Descriptions of proposed transmission network architecture.
- 6.2** Experience and past performance with similar service delivery.
 - 6.2.1** Describe experience and past record of performance, on similar contracts with (i) the AOC, other government agencies or public bodies, and (ii) with private industry, including a brief description of the scope of work, with such factors as quality of work, ability to meet schedules and deadlines, examples of responsiveness, and other attitudinal considerations.

Project Title: Television Signal Transmission Services

RFP Number: CJER-200901-RB

6.2.2 Provide the name, addresses (including email addresses), and telephone number for a minimum of five (5) clients for whom the proposer has provided similar services as those anticipated by this RFP. The proposer should provide a brief description of services provided to the customer and the date and duration of the contract. The AOC may contact some or all of the references provided in order to determine the proposer's performance record. The AOC reserves the right to contact references other than those provided in the proposal and to use the information gained in the evaluation process.

6.3 Credentials of staff to be assigned to the project.

6.3.1 Describe key staff's knowledge of the requirements necessary to complete this project. Resumes describing the background and experience of key staff, as well as each individual's ability and experience in conducting the proposed activities.

6.4 Compliance with solicitation requirements, including Contract Terms.

6.4.1 Provide proposer's point of contact, including name, address, telephone and fax numbers.

6.4.2 Complete and submit Attachment 4, Payee Data Record Form. Note that if an individual or sole proprietorship, using a social security number for tax recording purposes, is awarded a contract, the social security number will be required prior to finalizing a contract.

6.4.3 Complete and submit Attachment 3, Proposer's Acceptance of the RFP's Contract Terms. If changes to Attachment 2, Contract Terms, are proposed, then also submit red-lined version of Attachment 2, Contract Terms, as well as written justification supporting any such proposed changes.

6.5 Timely and customizable monthly billing statements.

6.5.1 Provide a sample of your monthly invoice, including billing cycle, and describe your capabilities and procedures to provide credits and adjustments on monthly services rendered.

7.0 SPECIFICS OF A RESPONSIVE COST PROPOSAL

The following information shall be included as the cost portion of the proposal:

7.1 Reasonableness of cost projections.

Project Title: Television Signal Transmission Services

RFP Number: CJER-200901-RB

7.1.1 The AOC expects the value of this contract to range from \$25,000 to \$30,000 over the course of each year for television transmission services. The proposal should include the proposer's proposed fee schedule, including proposed transmission credit for service interruptions and cancellation fees, as set forth in Attachment 5, Pricing Form. It is expected that all proposers responding to this RFP will offer the proposer's government or comparable favorable rates.

7.1.2 The fee schedule for these services should show all costs, inclusive of personnel, materials, computer support, travel, lodging, per diem, and overhead rates. The method of payment to the proposer will be by cost reimbursement.

7.1.3 Complete and submit Attachment 5, Pricing Form.

8.0 SUBMISSION OF PROPOSALS

8.1 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted in items 6.0 and 7.0, above. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the state's instructions, requirements of this RFP, and completeness and clarity of content.

8.2 Proposers will submit one (1) original and four (4) hard copies of its proposal signed by an authorized representative of the company, including name, title, address, and telephone number of one individual who is the responder's designated representative and one (1) electronic version of the entire proposal on CD-ROM.

8.3 Proposals must be delivered to the individual listed under Submission of Proposals, as set forth on the cover memo of this RFP.

8.4 Only written responses plus the CD will be accepted. Responses should be sent by registered or certified mail or by hand delivery.

9.0 RIGHTS

9.1 The AOC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the proposal. One copy of a submitted proposal will be retained for official files and becomes a public record.

Project Title: Television Signal Transmission Services
RFP Number: CJER-200901-RB

10.0 ADDITIONAL REQUIREMENTS

10.1 It may be necessary to interview prospective proposers to clarify aspects of their submittal. If conducted, interviews may be conducted in person, by videoconference or telephone conference call. The AOC will notify proposers regarding the interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

11.1 The Administrative Office of the Courts is bound by California Rule of Court 10.500 (see: <http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>) as to disclosure of its administrative records. If the information submitted contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for public documents.

11.2 If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material may be made available to the public, regardless of the notation or markings. If a proposer is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its proposal.